

# WORKPLACE SAFETY AND COMPLIANCE POLICY

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## 1. PURPOSE AND SCOPE

This Workplace Safety and Compliance Policy establishes standards for maintaining a safe, healthy, and compliant work environment for all employees, contractors, and visitors. This policy applies to all company facilities, remote work locations, and company-sponsored events.

## 2. POLICY STATEMENT

Our organization is committed to:

- Providing a safe and healthy workplace free from recognized hazards
- Complying with all applicable federal, state, and local safety regulations
- Promoting a culture of safety awareness and accountability
- Preventing workplace injuries, illnesses, and incidents
- Continuously improving safety practices and procedures

## 3. WORKPLACE SAFETY REQUIREMENTS

### 3.1 General Safety Obligations

All employees must:

- Report to work in a condition fit to perform their duties safely
- Follow all safety procedures, rules, and regulations
- Use required personal protective equipment (PPE) when specified
- Report hazards, incidents, and near-misses immediately
- Participate in required safety training programs
- Maintain a clean and organized work area

### 3.2 Personal Protective Equipment (PPE)

Required PPE varies by work area and job function:

Office Environments:

- Ergonomic equipment as prescribed by health professionals
- Anti-glare screens for extended computer use
- Proper footwear (no open-toed shoes in designated areas)

Warehouse/Production Areas:

- Safety shoes with steel toes (ANSI Z41 rated)
- High-visibility vests in forklift operation zones
- Safety glasses or goggles when operating machinery
- Hearing protection in areas exceeding 85 decibels
- Hard hats in designated construction or overhead work zones

Laboratory/Technical Areas:

- Lab coats, gloves, and safety goggles as specified by material safety data sheets
- Face shields when handling hazardous chemicals
- Specialized PPE for electrical work, confined spaces, or height work

The company provides required PPE at no cost to employees. Employees are responsible for proper use, maintenance, and reporting damaged equipment.

### **3.3 Ergonomics and Workstation Safety**

To prevent repetitive strain injuries and musculoskeletal disorders:

- Adjust workstation components (chair, monitor, keyboard) to proper ergonomic positions
- Take regular breaks: 5-10 minute rest periods every hour for computer work
- Position monitors at arm's length, top of screen at or below eye level
- Keep frequently used items within easy reach
- Use document holders when transcribing to reduce neck strain
- Request ergonomic assessments if experiencing discomfort

Maximum lifting limits without mechanical assistance:

- 50 lbs for occasional lifts (less than once per hour)
- 35 lbs for frequent lifts (more than once per hour)
- Team lifting required for loads exceeding 50 lbs
- Use carts, dollies, or forklifts for heavy or bulky items

## **4. DRESS CODE AND SAFETY ATTIRE**

### **4.1 Professional Office Areas**

Business Casual Attire (Standard):

- Collared shirts, blouses, sweaters, or professional tops
- Slacks, khakis, skirts (knee-length or longer), or dress pants
- Closed-toe shoes with backs (flats, loafers, dress shoes)
- Clean, well-maintained clothing free from tears or excessive wear

Prohibited Items:

- Tank tops, halter tops, or clothing exposing midriff
- Shorts, athletic wear, or yoga pants (except on designated casual Fridays)
- Flip-flops, beach sandals, or athletic sneakers
- Clothing with offensive graphics, profanity, or controversial messages
- Excessively torn or distressed clothing

### **4.2 Operations/Warehouse Areas**

Required Attire:

- Long pants (no shorts, skirts, or torn jeans)
- Shirts with sleeves covering shoulders
- Steel-toed safety boots (provided by company)
- Company-issued high-visibility vest when operating or near forklifts

Prohibited Items:

- Loose jewelry that could catch in machinery
- Dangling necklaces, bracelets, or rings in production areas
- Headphones or earbuds (except in designated break areas)
- Loose clothing that could become entangled

## 5. HAZARD COMMUNICATION AND REPORTING

### 5.1 Hazard Identification

Common workplace hazards include:

- Slips, trips, and falls (wet floors, cluttered walkways, uneven surfaces)
- Electrical hazards (damaged cords, overloaded outlets, exposed wiring)
- Chemical exposure (cleaning products, laboratory materials)
- Ergonomic hazards (repetitive motions, awkward postures, heavy lifting)
- Fire hazards (blocked exits, improper storage of flammable materials)
- Biological hazards (bloodborne pathogens, mold, infectious diseases)

### 5.2 Reporting Procedures

Employees must report safety concerns through:

- Immediate supervisor or manager
- Safety Hotline: 1-800-SAFE-RPT (available 24/7)
- Online Safety Portal: [safety.company.com](http://safety.company.com)
- Anonymous suggestion boxes located in break rooms

All reports are investigated within 24 hours. No retaliation for good-faith safety reports.

### 5.3 Incident Reporting

All workplace incidents must be reported immediately, including:

- Injuries requiring first aid or medical attention
- Near-miss incidents that could have resulted in injury
- Property damage exceeding \$500
- Environmental spills or releases
- Security incidents or threats

Complete an Incident Report Form within 2 hours of the incident. Supervisor must review and submit to Safety Department within 4 hours.

## 6. EMERGENCY PROCEDURES

## **6.1 Fire Emergency**

Upon discovering fire:

- 1. Activate nearest fire alarm pull station**
- 2. Call 911 and provide location details**
- 3. Evacuate using nearest safe exit route**
- 4. Close doors behind you (do not lock)**
- 5. Proceed to designated assembly point**
- 6. Do not use elevators**
- 7. Do not re-enter building until authorized by emergency personnel**

Assembly Points:

- North Building: North parking lot, near flagpole
- South Building: South lawn, near picnic tables
- Warehouse: Loading dock area, across street

## **6.2 Medical Emergency**

For serious injury or illness:

- 1. Call 911 immediately**
- 2. Notify supervisor and on-site first aid responders**
- 3. Do not move injured person unless in immediate danger**
- 4. Provide comfort and reassurance to victim**
- 5. Complete incident report after situation is stabilized**

First Aid stations located:

- Break rooms on each floor
- Warehouse shipping/receiving area
- Main reception desk

## **6.3 Severe Weather**

Tornado Warning:

- Move to interior rooms on lowest floor
- Avoid windows and exterior walls
- Shelter under sturdy desks or tables
- Remain in shelter until "all clear" announcement

Earthquake:

- Drop, Cover, and Hold On
- Stay away from windows and heavy objects
- If outdoors, move away from buildings and power lines
- After shaking stops, evacuate if building is unsafe

## 7. WORKPLACE VIOLENCE PREVENTION

### 7.1 Zero Tolerance Policy

The company maintains zero tolerance for:

- Physical violence, threats, or intimidation
- Harassment, bullying, or aggressive behavior
- Weapons possession (except authorized security personnel)
- Stalking or unwanted contact outside work

### 7.2 Warning Signs

Report concerning behaviors such as:

- Verbal threats or aggressive communication
- Destruction of property or violent outbursts
- Obsessive behavior toward coworkers
- Sudden behavioral changes or erratic actions
- Discussion of weapons or violence

Report concerns to HR, Security (ext. 2222), or anonymous hotline.

## 8. SUBSTANCE ABUSE POLICY

### 8.1 Drug and Alcohol Prohibition

Prohibited activities:

- Possession, use, or being under the influence of illegal drugs
- Possession or consumption of alcohol during work hours
- Operating equipment or vehicles while impaired
- Misuse of prescription medications affecting job performance

Exceptions:

- Company-sponsored events where alcohol is explicitly provided
- Medical marijuana use subject to state law and company accommodation procedures

### 8.2 Testing Procedures

Drug/alcohol testing required for:

- Pre-employment screening
- Reasonable suspicion of impairment
- Post-accident (injury requiring medical treatment or property damage >\$1,000)
- Random testing for safety-sensitive positions (10% of workforce quarterly)
- Return-to-duty and follow-up testing after policy violations

Refusal to test is treated as a positive result and may result in immediate termination.

## **9. ERGONOMICS AND INJURY PREVENTION**

### **9.1 Office Ergonomics Standards**

Monitor Positioning:

- Distance: 20-26 inches from eyes (arm's length)
- Height: Top of screen at or slightly below eye level
- Angle: Screen tilted 10-20 degrees backward

Seating:

- Feet flat on floor or footrest
- Thighs parallel to floor, 90-110 degree angle at hips
- Lower back supported by lumbar cushion
- Armrests support forearms at desk height

Keyboard/Mouse:

- Wrists straight and relaxed, not bent
- Elbows at 90-100 degrees
- Shoulders relaxed, not elevated
- Mouse within easy reach, same height as keyboard

### **9.2 Lifting Techniques**

Safe lifting procedure:

- 1. Plan the lift - check weight, path, and destination**
- 2. Stand close to the object with feet shoulder-width apart**
- 3. Bend at knees and hips, not waist**
- 4. Grip firmly with both hands**
- 5. Tighten core muscles**
- 6. Lift smoothly using leg muscles, keep back straight**
- 7. Hold object close to body**

## **8. Turn by moving feet, not twisting torso**

## **9. Lower object by bending knees**

Request assistance or use mechanical aids for:

- Loads exceeding 50 lbs
- Awkward or unbalanced loads
- Lifts above shoulder height or below knee level
- Repetitive lifting tasks

## **10. ENVIRONMENTAL COMPLIANCE**

### **10.1 Waste Management**

Segregate waste properly:

- General waste: Non-recyclable trash
- Recycling: Paper, cardboard, plastics (#1-7), glass, aluminum
- E-waste: Electronics, batteries, light bulbs (special collection)
- Hazardous waste: Chemicals, oils, solvents (designated containers only)

Hazardous waste procedures:

- Never pour chemicals down drains
- Label all containers with contents and date
- Store in designated areas away from incompatible materials
- Request pickup via EHS Department for disposal

### **10.2 Energy Conservation**

Required practices:

- Turn off lights when leaving rooms unoccupied >10 minutes
- Power down computers and monitors at end of shift
- Set thermostats to standard ranges: 68-72°F winter, 72-76°F summer
- Report HVAC issues (too hot/cold) to Facilities
- Use natural light when adequate instead of artificial lighting

## **11. TRAINING REQUIREMENTS**

### **11.1 Mandatory Training Programs**

All Employees:

- General Safety Orientation (within first week)
- Emergency Procedures and Evacuation (annual)
- Workplace Harassment Prevention (annual)
- Cybersecurity Awareness (annual)
- Active Shooter Preparedness (every 2 years)

Position-Specific:

- Forklift Operation Certification (every 3 years)
- First Aid/CPR/AED (every 2 years for designated responders)
- Hazardous Materials Handling (annual for relevant staff)
- Confined Space Entry (annual for authorized entrants)
- Lockout/Tagout Procedures (annual for maintenance staff)
- Bloodborne Pathogens (annual for healthcare/first aid responders)

## **11.2 Training Documentation**

All training must be documented including:

- Employee name and ID
- Training topic and date
- Trainer name and credentials
- Test scores (if applicable)
- Certification expiration date

Records retained for 5 years or duration of employment plus 1 year, whichever is longer.

# **12. CONTRACTOR AND VISITOR SAFETY**

## **12.1 Contractor Requirements**

All contractors must:

- Complete visitor/contractor orientation before beginning work
- Provide proof of insurance and licenses
- Follow all company safety policies and procedures
- Use only company-approved equipment and chemicals
- Obtain hot work permits before welding, cutting, or grinding
- Report incidents involving contractor personnel immediately

## **12.2 Visitor Procedures**

All visitors must:

- Sign in at reception and receive visitor badge
- Be escorted by authorized employee at all times
- Follow safety instructions and emergency procedures
- Wear required PPE when entering designated areas
- Return badge and sign out upon departure

# **13. DISCIPLINARY ACTIONS**

## **13.1 Progressive Discipline**

Safety violations subject to:

First Offense:

- Verbal warning and counseling
- Documentation in personnel file

- Retraining on specific safety requirement

Second Offense (within 12 months):

- Written warning
- Mandatory retraining
- Possible suspension (1-3 days, unpaid)

Third Offense (within 12 months):

- Final written warning
- Suspension (3-5 days, unpaid)
- Probationary period with increased monitoring

Fourth Offense or Serious Violation:

- Termination of employment

## **13.2 Immediate Termination Offenses**

The following safety violations may result in immediate termination:

- Intentional disregard causing serious injury or death
- Falsifying safety records or incident reports
- Willful destruction of safety equipment
- Operating equipment while impaired by drugs or alcohol
- Threats or acts of workplace violence
- Bringing weapons onto company property

# **14. RESPONSIBILITIES**

## **14.1 Management Responsibilities**

Supervisors and managers must:

- Lead by example in following safety policies
- Conduct regular safety inspections and audits
- Investigate incidents and implement corrective actions
- Ensure employees receive required training
- Enforce safety policies consistently and fairly
- Provide necessary PPE and safety equipment
- Support safety committees and improvement initiatives

## **14.2 Employee Responsibilities**

All employees must:

- Follow safety policies, procedures, and training
- Report hazards, incidents, and unsafe conditions
- Use provided PPE and safety equipment correctly
- Participate actively in safety training and meetings
- Suggest safety improvements
- Assist in emergency response when safe to do so
- Support coworkers in maintaining safe practices

## **14.3 Safety Committee**

The Safety Committee meets monthly to:

- Review incident reports and trends
- Conduct facility inspections
- Evaluate safety concerns and recommendations
- Plan safety training and awareness campaigns
- Update policies based on regulatory changes
- Recognize outstanding safety performance

## **15. COMPLIANCE AND REGULATORY STANDARDS**

This policy complies with:

- Occupational Safety and Health Act (OSHA) 29 CFR 1910
- Americans with Disabilities Act (ADA)
- Environmental Protection Agency (EPA) regulations
- Department of Transportation (DOT) standards for vehicle operations
- National Fire Protection Association (NFPA) codes
- State and local building and safety codes

## **16. RECORDKEEPING**

Required safety records:

- OSHA 300 Log of Work-Related Injuries and Illnesses
- OSHA 300A Annual Summary (posted February 1 - April 30 annually)
- Training records and certifications
- Incident investigation reports
- Safety inspection reports
- Hazard assessments and corrective actions
- Material Safety Data Sheets (SDS) for all chemicals

Records retained per OSHA requirements: minimum 5 years for injury/illness logs, 30 years for exposure records.

## **17. ACCOMMODATION REQUESTS**

Employees requiring accommodations for disabilities must:

- Submit written request to HR
- Provide medical documentation supporting need
- Engage in interactive process to identify reasonable accommodations
- Comply with accommodation plan once approved

Accommodations may include modified work schedules, assistive devices, workspace modifications, or reassignment to vacant positions.

## **18. RETALIATION PROHIBITION**

The company prohibits retaliation against employees who:

- Report safety concerns in good faith
- Participate in incident investigations

- File workers' compensation claims
- Request safety accommodations
- Refuse unsafe work when reasonable belief of serious injury exists

Retaliation complaints investigated by HR within 10 business days.

## 19. CONTACT INFORMATION

Safety Department: safety@company.com | (555) 123-SAFE

24/7 Safety Hotline: 1-800-SAFE-RPT

OSHA Helpline: 1-800-321-OSHA (6742)

Poison Control: 1-800-222-1222

Emergency Services: 911

For questions about this policy, contact:

Human Resources Department

Phone: (555) 123-4567

Email: hr@company.com

Office Hours: Monday-Friday, 8:00 AM - 5:00 PM

## 20. ACKNOWLEDGMENT

All employees must review and acknowledge this policy annually. Acknowledgment forms maintained in personnel files. Policy available on company intranet and posted in break rooms.

### DOCUMENT APPROVAL

Approved by:

Sarah Johnson, VP of Human Resources

Michael Chen, Director of Safety & Compliance

Jennifer Martinez, General Counsel

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